



**TOWN OF RICHLANDS**  
**Town Board Meeting**  
**July 8, 2025**  
**6:00 PM**  
***AGENDA***

**I. Meeting Called to Order by Mayor McKinley Smith**

**II. Pledge of Allegiance**

**III. Invocation**

**IV. Adoption of the Agenda**

**V. Adoption of the Minutes**

1. June 2025 Meeting Minutes

**VI. Public Comment**

**VII. Public Hearings**

**VIII. Old Business**

**IX. New Business**

1. Budget Amendment #1
2. Subdivision Map Approval
3. Resolution 2025-01 (Annexation Petition)
4. Highway 24/258 Speed Limit

**X. Administrator Notes and Updates**

1. Administrator Notes and Updates

**XI. Police Report**

1. June 2025 Police Report

**XII. Board Member Concerns and Committee Updates**

**XIII. Personnel**

**XIV. Closed Session**

**XV. Adjourn**



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

#### *Agenda Item V. - 1.*

June 2025 Meeting Minutes

**Description:**

June 2025 Meeting Minutes.

**Review:**

Attached are the minutes for the June 10, 2025 Regular Meeting of the Richlands Board of Aldermen and the June 25, 2025 Special Call Meeting. The Board of Aldermen will also need to adopt the minutes of the Closed Sessions from the June 10 meeting and the June 25 meeting.

**Action Needed:**

Review and adopt the June meeting minutes.

**ATTACHMENTS:**

Description

- ☐ June 10 Meeting Minutes
- ☐ June 25 Meeting Minutes

# **TOWN OF RICHLANDS**

## **NORTH CAROLINA**

Office of the  
Town Clerk  
(910) 324-3301  
(910) 324-2324 fax  
[townclerk@richlandsc.gov](mailto:townclerk@richlandsc.gov)



Mailing Address:  
P.O. Box 245  
Richlands, N.C. 28574

The Richlands Board of Aldermen met in Regular Session on June 10, 2025, at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley Smith  
Mayor Pro-Tem Tom Brown  
Alderman Kent Painter

Alderman Marilyn Bunce  
Alderman Kandy Koonce

Absent: Alderman Paul Conner

Also present were:

Gregg Whitehead, Town Administrator  
Erin Juhls, Town Clerk  
William A. Horne, Chief of Police

Keith Fountain, Town Attorney  
Johnathan Jarman, Public Works Director  
Donnie Stiles, Code Enforcement Officer

There were 7 citizens present.

### **I. MEETING CALLED TO ORDER:**

Mayor McKinley Smith called the meeting to order at 6:00 pm.

### **II. PLEDGE OF ALLEGIANCE:** Alderman Tom Brown

### **III. INVOCATION:** Mayor McKinley Smith

### **IV. ADOPTION OF AGENDA:**

Gregg Whitehead, Town Administrator, presented the agenda to the Board.

A **motion** was made by Alderman Kandy Koonce seconded by Alderman Tom Brown to adopt the agenda as presented. The motion was unanimously carried.

### **V. ADOPTION OF MINUTES (May 13, 2025):**

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to approve the meeting minutes of May 13, 2025. The motion was unanimously carried.

## **VI. PUBLIC COMMENT:**

William Spencer spoke regarding a letter he sent to the District Attorney, Mayor, Town Administrator, and Chief that was in reference to his concerns of enforcements of G.S. 20-128.

He also urged the Board to address speeding on 258 and its enforcement. He asked the board to act as a collective and to come up with a solution for the citizens of the town.

Greg Pittman informed the board that until June 2<sup>nd</sup> when he was handed a F-5 for separation, he had been with the Richlands Police Department since 2014. He was a reserve officer for 10 years and 7 months and understood that the position did not get paid. He worked shifts whenever he was asked and always came out when there was a wrecker call to check on the officers. Ever since the town agreed to pay Onslow County deputies to cover the town when needed, he has not been asked to cover a shift. Recently, he requested to be paid to cover shifts when the town was going to be short staffed and was denied. He then turned in his credentials and badge. He would like an explanation on why he was never offered to be paid for working a shift when the town pays Onslow County Deputies, pays Officer Mace, and pays officer's overtime.

Elizabeth Bertuch spoke regarding the proposed closed session on the agenda. She does not understand how real estate transactions can be private, and it feels underhanded and builds mistrust in the community even if it is allowed by the law. It makes her feel like the board is entertaining proposals that the community would not agree with.

Also voiced her concerns after listening to the previous public comments on what authority the board has to enact change and what role the board has in the town.

Bernard Mcleod expressed that he gives his full vote of confidence to the board and all the members. He also updated the Board on the hotel and stated he is hoping that they will be fully entitled within the next 30 days.

## **VII. PUBLIC HEARING: None**

## **VIII. OLD BUSINESS: None**

## **IX. NEW BUSINESS:**

### **1. FISCAL YEAR 2025-2026 BUDGET PRESENTATION:**

Town Administrator Gregg Whitehead presented the proposed fiscal year 2025-2026 budget and noted that a public hearing will need to be scheduled, and a budget ordinance adopted prior to July 1, 2025. He stated that the budget includes what was discussed at the budget workshop in April. He also highlighted the following:

- Total proposed budget is \$2,127,600.00.
- No tax rate or fee changes.
- 5% COLA for all employees.
- \$13,500.00 is being appropriated from fund balance.

- Will be purchasing vehicles for the Police Department and the Public Works Department with a 3-year installment purchase contract.
- Health insurance costs will be increasing approximately 1.5%.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce to schedule a public hearing for June 23<sup>rd</sup> at 5:00 p.m. The motion was unanimously carried.

## 2. **ONWASA ADMINISTRATIVE SERVICE AGREEMENT:**

Town Administrator Gregg Whithead presented 2025-2026 Administrative Services Agreement between ONWASA and the Town of Richlands and provides for the continuing operation of the satellite office located at town hall. The agreement is identical to the one approved last year and does not change the fee or any requirement previously established in proper agreements.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Marilyn Bunce to approve the 2025-2026 Administrative Services Agreement between ONWASA and the Town of Richlands. The motion was unanimously approved.

## 3. **RVFD SERVICE CONTRACT UPDATE:**

After consulting with the Richlands Volunteer Fire Department, Town Administrator Gregg Whitehead modified the service contract initially approved on March 11, 2022. Language has been inserted into Section 5.3 that further clarifies the continuation of the lease of the building and grounds located at Wilmington Street to the RVFD by including the utilization of a satellite station.

A **motion** was made by Alderman Kent Painter, seconded by Alderman Kandy Koonce to approve the amended contract. The motion was unanimously carried.

## 4. **OVERFLOW CAFÉ NC REQUEST:**

Overflow Café NC, a 501(c)(3) nonprofit that helps the Blessing Shed food pantry located at 111 Kinston Hwy in Richlands has requested some or all of the rental fee be waived for the use of the Richlands Community Building in order to hold a fundraising dinner on December 20, 2025.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Tom Brown to approve the use at no charge. The motion unanimously carried.

## 5. **RICHLANDS PLANNING BOARD REAPPOINTMENT:**

The Planning Board term for Ms. Melissa Kepes (200 N Wilmington St) will expire on June 14, 2025. Ms. Kepes has expressed her desire to be reappointed. If the Board of Alderman reappoints Ms. Kepes, the new term will be for three years.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kent Painter to reappoint Ms. Melissa Kepes. The motion was unanimously carried.

## **X. ADMINISTRATOR NOTES AND UPDATES:**

The Town Administrator, Gregg Whitehead, presented a copy of notes and updates to the Board which is incorporated by reference and hereby made part of these minutes. He also reported on the following:

- Ms. Sebrina Pierce's last day will be Wednesday. She is getting married and moving out of state. Ms. Patricia Allen will be taking her place.
- Introduced Mr. Donnie Stiles who has now taken over the Code Enforcement Officer position.
- The new election cycle starts July 7th and ends on July 18<sup>th</sup>.
- Presented a Venters park rendering to include a restroom and pavilion which will be completed by the end of 2026.

## **XI. POLICE REPORT:**

Chief William A. Horne presented a copy of the Activity Report for May 2025 and is incorporated by reference and hereby made part of these minutes. He also reported on the following:

- Officer Pool attended Governor's Highway Safety Program events in Jacksonville and Swansboro.
- The new trainee started BLET on June 2<sup>nd</sup>.
- The in car cameras that were installed in the Durango's are now set up to automatically download.

## **XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:**

**Alderman Marilyn Bunce:** Would like to propose a discussion at the next board meeting so the public can be involved and have some input regarding lowering the speed limit to 35 mph on Highway 258 in the city limits.

Inquired with Public Works Director Johnathan Jarman regarding how often the town sprays for mosquitoes. Mr. Jarman stated the town can spray up to 15,000 acres a year without a permit. Once that threshold is met, the town can pay Onslow County to come in and spray. After a discussion, the board agreed that they would like the town to begin spraying once a week until the threshold is met.

Informed everyone that she does not have a subdivision progress report from the County but once it is updated and received, she will forward it to the board.

Wanted to make everyone aware of the upcoming elections which are run by the county. Anyone who lives in the city limits can run for office and the filing begins July 7<sup>th</sup> and ends July 18<sup>th</sup>.

**Alderman Tom Brown:** Requested a copy of the letter from Mr. William Spencer. Also expressed that tickets need to be written for the illegal exhaust systems.

**Alderman Kent Painter:** Requested an update on the street improvements.

Town Administrator Gregg Whitehead explained that the CPA has been speaking with USDA regarding what is needed for financials and just received the information yesterday.

Also, expressed the need to address the noise complaints on trucks and writing tickets.

**Town Attorney Keith Fountain:** Addressed two items:

- 1) The speed limit on US 258 is set by the State of North Carolina and the town has no right to set that limit.
- 2) Spoke regarding closed sessions and stated that it is very hard for the town to negotiate to buy property if the seller is sitting in the meeting while it is being discussed. Once a contract is entered it is subject to being approved by the board in an open session. If it is a sale of property, it must be public. There are additional reasons for closed session including discussing personnel issues because of the privacy act.

**Mayor McKinley Smith:** Thanked the town attorney for explaining closed sessions and thanked everyone for attending the meeting.

**XIII. PERSONNEL:** None

**XIV. CLOSED SESSION:**

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Tom Brown to go into closed session to discuss a proposed acquisition of Real Property and the performance of an employee. The motion was unanimously carried.

Mayor McKinley Smith called the meeting back to order.

There was a discussion regarding personnel and the possible acquisition of real property. No action was taken.

**XV. ADJOURN:**

With no further business, a **motion** was made by Alderman Kandy Koonce seconded by Alderman Tom Brown to adjourn the meeting at 7:21 pm. The motion was unanimously carried.

Respectfully Submitted,

---

Mayor McKinley Smith

---

Attest:

Erin Juhls, Town Clerk

# **TOWN OF RICHLANDS**

## **NORTH CAROLINA**

Office of the  
Town Clerk  
(910) 324-3301  
(910) 324-2324 fax



Mailing Address  
P.O. Box 245  
Richlands, N.C.  
28574

The Richlands' Board of Aldermen met for a Special Call Meeting on Wednesday, June 25, 2025 at 6:00 pm at the Richlands Town Hall. The purpose of the meeting was to hold a public hearing on the proposed FY 2025/2026 Budget Ordinance, to adopt the FY 2025/2026 Budget Ordinance, to approve existing year-end 2024/2025 budget amendments, and to enter into an agreement to purchase real property.

Present for the meeting were:

Mayor McKinley D. Smith  
Alderman Marilyn Bunce  
Alderman Kent Painter

Alderman Kandy Koonce  
Alderman Tom Brown  
Alderman Paul Conner

Also present were:

Gregg Whitehead, Town Administrator

Erin Juhls, Town Clerk

There were no citizens present.

### **I. MEETING CALLED TO ORDER:**

Mayor McKinley D. Smith called the meeting to order at 6:05 pm.

### **II. MEETING BUSINESS:**

#### **1. Public Hearing – FY2025-2026 General Fund Budget**

Mayor McKinley Smith opened the public hearing to receive public comment regarding the FY 2025-2026 General Fund Budget.

With no comments, Mayor Smith closed the public hearing.

#### **2. 2024-2025 Fiscal Year Ending Budget Amendments #12 thru #15:**

Gregg Whitehead, Town Administrator, presented the 2024/2025 fiscal year ending budget amendments to the Board for their review.

A **motion** was made by Alderman Tom Brown seconded by Alderman Kandy Koonce to approve FY 2024/2025 ending budget amendments. The motion was unanimously carried.

#### **3. Fiscal Year 2025-2026 Budget Ordinance and Capital Improvement Plan:**

Now that the required public hearing has been held, the Board deliberated and voted on the FY 2025-2026 Budget Ordinance (Ordinance 2025-07) and the 2025 Capital Improvement Plan.



After review, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce to adopt the Fiscal Year 2025-2026 Budget Ordinance (Ordinance 2025-07) and capital improvement plan. The motion was unanimously carried.

**4. Purchase of Real Property:**

A motion was made by Alderman Kent Painter, seconded by Alderman Tom Brown to go into closed session to negotiate the terms of the acquisition of real property. The motion was unanimously carried.

Mayor McKinley Smith called the meeting back to open session.

No action was taken in closed session, a discussion was held regarding the negotiations on the acquisition of real property.

A **motion** was then made by Alderman Tom Brown, seconded by Alderman Marilyn Bunce to offer the contract to purchase real property to the Richlands Volunteer Fire Department and give permission to the Mayor or Mayor Pro-Tem to sign. The motion was unanimously carried.

**III. ADJOURN:**

With no further business, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner to adjourn the meeting at 6:39 pm. The motion was unanimously carried.

Respectfully Submitted,

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Mayor McKinley D. Smith

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ATTEST:  
Erin Juhls, Town Clerk



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item IX. - 1.*  
Budget Amendment #1

**Description:**

Budget Amendment #1.

**Review:**

Budget Amendment #1 will appropriate the necessary funds for the purchase of the RVFD property located next to town hall.

**Action Needed:**

Approve the budget amendment.

**ATTACHMENTS:**

Description

- Budget Amendment #1

**BUDGET AMENDMENT # 1**  
**FY ENDING 2025/2026**  
**BUILDINGS & GROUNDS**

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer

Account Number	Description	Budget	Increase (Decrease)	New Budget	Explanation
10-5720-561	Capital Outlay	0	150,000.00	150,000.00	Purchase Land
4999	Fund Balance		(150,000.00)		

**TOTAL: \$150,000.00**

This budget amendment has been approved by  
The Board of Alderman/Town Administrator:

\_\_\_\_\_ Date

Date entered into FMS: \_\_\_\_\_



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item IX. - 2.*  
Subdivision Map Approval

**Description:**

Subdivision Map Approval.

**Review:**

The attached subdivision map will create three commercial parcels as part of the Ellis Developments project. The three parcels will be located along Hwy 24/258 and will be the main entrance to the development on the highway side. Since the proposed subdivision creates easements, the Board will have to approve the subdivision per the town's subdivision regulations.

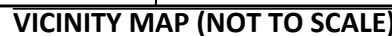
**Action Needed:**

Approve the subdivision map.

**ATTACHMENTS:**

Description

- ▣ Ellis Developments Subdivision Map



I, \_\_\_\_\_, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION DEED DESCRIPTION; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN REFERENCED DEEDS & PLATS; THAT THE RATIO OF PRECISION AS CALCULATED IS 1: 10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. § 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., \_\_\_\_\_.

SURVEYOR

REGISTRATION NUMBER: \_\_\_\_\_

CURVE TABLE				
LABEL	DISTANCE	RADIUS	CHORD BEARING	CHORD DISTANCE
C3	94.41'	670.24'	N87° 43' 16"W	94.33'
C2	92.73'	585.34'	S75° 25' 37"E	92.63'
C4	58.89'	597.60'	S85° 47' 36"E	58.87'
C1	55.53'	570.00'	S85° 54' 42"E	55.51'

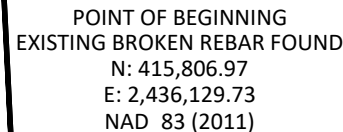
LINE TABLE		
LABEL	DISTANCE	BEARING
L1	2.51'	N83° 45' 23"W
L2	55.65'	S79° 38' 45"W
L3	35.11'	N76° 07' 15"W
L4	15.76'	S20° 59' 33"W
L5	15.22'	S55° 35' 25"W
L6	30.11'	N81° 34' 28"W
L7	37.55'	S82° 33' 13"W
L8	24.03'	S41° 09' 29"W
L9	12.61'	S55° 25' 24"W
L10	20.36'	S01° 59' 08"W
L11	27.42'	N08° 31' 16"E

N/F NOW OR FORMERLY  
R/W RIGHT-OF-WAY  
SF SQUARE FEET  
PDE PUBLIC DRAINAGE EASEMENT  
(TYP) TYPICAL

● EXISTING IRON FOUND  
 □ 5"x5" MONUMENT  
 ▲ CALCULATED POINT

	BOUNDARY
	ADJOINER
	EASEMENT
	RIGHT-OF-WAY
	SETBACKS
	FENCE LINE
	SUBDIVISION LINES

1. THE PURPOSE OF THIS PLAT IS TO CREATE A SUBDIVISION OF REAL PROPERTY.
2. ALL BEARINGS, DISTANCES, AND COORDINATES SHOWN HEREON ARE BASED UPON THE NORTH CAROLINA STATE PLANE COORDINATE SYSTEM, NAD 83 (NSRS 2011), PER A GPS SURVEY PERFORMED BY AERIAL & GROUND SURVEYING, PLLC.
3. UNIT OF MEASUREMENT IS U.S. SURVEY FEET (FT) UNLESS SPECIFICALLY NOTED AS METERS (m).
4. ALL AREAS SHOWN ARE CALCULATED BY THE COORDINATE METHOD.
5. ALL DISTANCES AND COORDINATES SHOWN HEREON ARE LOCALIZED, GROUND INFORMATION, UNLESS SPECIFICALLY NOTED AS "GRID".
6. ALL REFERENCES UTILIZED IN THE PREPARATION OF THIS PLAT HAVE BEEN SHOWN HEREON.
7. ALL PROPERTY CORNERS SET ARE 1/2" IRON PIPES UNLESS OTHERWISE NOTED.
8. ALL PROPERTIES ARE CONSIDERED TO BE N/F (NOW OR FORMERLY) OWNED AT TIME OF SURVEY.



STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, REVIEW OFFICER OF \_\_\_\_\_  
COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS  
CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR  
RECORDING.

DATE \_\_\_\_\_ REVIEW OFFICER \_\_\_\_\_

I HEREBY CERTIFY THAT THE TOWN OF \_\_\_\_\_, HAS APPROVED THIS  
 PLAT FOR RECORDING IN THE OFFICE OF THE \_\_\_\_\_ COUNTY  
 REGISTER OF DEEDS, AND ACCEPTS THE DEDICATION OF STREETS,  
 EASEMENTS, RIGHTS-OF-WAY, AND PUBLIC LANDS SHOWN THEREON, BUT  
 ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME UNTIL, IN  
 THE OPINION OF THE RICHLANDS TOWN COUNCIL, IT IS IN THE PUBLIC  
 INTEREST TO DO SO.

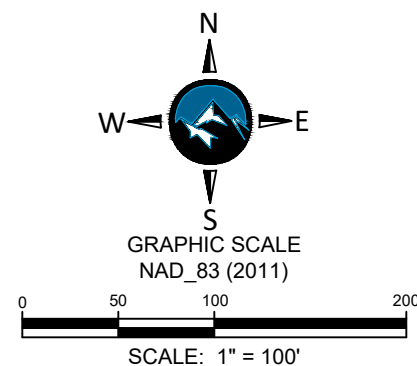
TOWN MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

I HEREBY CERTIFY THAT THIS RECORDED PLAT HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION ORDINANCE OF THE TOWN OF \_\_\_\_\_, NORTH CAROLINA, AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN THE REGISTER OF DEEDS OF \_\_\_\_\_ COUNTY

DATE \_\_\_\_\_ SUBDIVISION ADMINISTRATOR - TOWN OF \_\_\_\_\_

SUBJECT PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD ZONE. IT IS LOCATED IN ZONE "X" AS DEFINED BY HUD F.I.R.M. COMMUNITY PANEL NUMBER 3720443100K, WITH AN EFFECTIVE DATE OF JUNE 19, 2020.

FRONT: 25'  
SIDES: 10'  
REAR: 20'

[illegible]

**AERIAL+GROUND**  
SURVEYING + ENGINEERING

AERIAL AND GROUND SURVEYING, PLLC | COMPANY LICENSE # P-2586  
P.O. BOX 93652 RALEIGH, NC 27624 | INFORMATION@STRONGROCKGROUP.COM

SUBDIVISION OF REAL PROPERTY  
RICHLANDS SUBDIVISION  
PIN: 443102656671  
RICHLANDS HIGHWAY  
CONSLow COUNTY - RICHLANDS, NC

DATE: 7/3/2025

SCALE: 1" = 100'

DRAWN BY: GJP

CHECKED BY: ESS

PROJECT: 24-41

SHEET:



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item IX. - 3.*  
Resolution 2025-01 (Annexation Petition)

**Description:**

Resolution 2025-01 (Annexation Petition).

**Review:**

The attached resolution directs the Town Clerk to certify a voluntary annexation petition received by the town that will annex approximately 96 acres between Kinston Highway and Richlands Loop Road in Onslow County. Once the petition is certified, the Board may schedule a public hearing on the proposed annexation.

**Action Needed:**

Approve the resolution if desired.

**ATTACHMENTS:**

Description

- ☐ Resolution 2025-01
- ☐ Ward Property Annexation Petition
- ☐ Ward Annexation Map

*A State of North Carolina*  
*County of Onslow*

**RESOLUTION 2025-01**

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE  
A PETITION RECEIVED UNDER G.S. 160A-58.1**

WHEREAS, a petition requesting annexation of an area described in said attached petition by the owners of Onslow County Tax Parcel 030755 was received on June 24, 2025 by the Richlands Board of Aldermen; and

WHEREAS, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Aldermen of the Town of Richlands deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Richlands that:

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Board of Aldermen the result of her investigation.

DULY ADOPTED this \_\_\_\_th day of \_\_\_\_\_, 2025

\_\_\_\_\_  
McKinley Smith, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk





## TOWN OF RICHLANDS

### Petition Requesting Annexation

DATE: 6/24/2025

RE: Tax Parcel # (s) 030755

To the Board of Aldermen of the Town of Richlands:

1. I/We the undersigned owner(s) of real property respectfully request that the tax parcels listed above and the area described in Item 2 below be annexed to the Town of Richlands. Furthermore, I/we do declare and certify that all legal owners of real property in the annexation area have signed this petition in Item 3 below.

2. The area to be annexed is (choose one):

☐ Contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property and a recently prepared survey map are attached.

OR

☒ Not contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property, a recently prepared survey map, and a map showing the area proposed for annexation in relation to the primary corporate limits of the Town are attached. In addition, I/we certify that:

(A) The nearest point of the property to be annexed is no more than three miles from the primary corporate limits of the Town of Richlands; and

(B) No point of the property to be annexed is closer to the primary corporate limits of another city than to the primary corporate limits of the Town of Richlands; and

(C) The property to be annexed is not a subdivision as defined by N.C.G.S. 160A-376 or if it is that the entire subdivision as defined by this statute is included in the proposed annexation area.

3. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. If zoning vested rights are claimed, indicate below and attach proof (copy of a valid building permit, conditional use permit, etc.)

Name (please type or print)	Address (please type or print)	Vested Rights?* (yes or no)	Signature
Richlands Jackson Ward, LLC	2717 SALEM CHURCH RD		
	GOLDSBORO NC 27530		

**\*If you answer yes, you must attach a detailed description of the right you are claiming; otherwise you will forfeit this right within the Town.**

Number and attach additional pages as needed. Indicate here how many pages are attached: \_\_\_\_\_



I, CHRISTOPHER J. WHALEY, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS MAP WAS PREPARED UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION COMPLETED ON 05/10/2025 FROM REFERENCES AS SHOWN HEREON; THAT BOUNDARIES NOT SURVEYED ARE NOTED AS SUCH AND PLOTTED FROM REFERENCES AS SHOWN HEREON.

THE GPS PORTION OF THIS SURVEY WAS PERFORMED AS FOLLOWS:  
CLASS OF SURVEY - A; DATES OF SURVEY - 01/08/25-05/10/25;  
POSITIONAL ACCURACY - 0.09'; TYPE OF GPS FIELD PROCEDURE - RTK; DATUM/EPOCH - NAD83(2011); PUBLISHED/FIXED CONTROL USE - N.C. VRS NETWORK; GEOID MODEL - 2018; UNITS - US SURVEY FEET; COMBINED GRID FACTOR - 0.99988644

THE CONVENTIONAL PORTION OF THIS SURVEY HAS A RATIO OF PRECISION IN EXCESS OF 1:10,000 AND IS ALSO PERFORMED TO A CLASS A SURVEY AS DEFINED BY TITLE 21, CHAPTER 56, SECTION .1603 OF THE N.C. ADMINISTRATIVE CODE; AND THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL THIS \_\_\_\_ DAY OF \_\_\_\_, 20\_\_

CHRISTOPHER J. WHALEY, P.L.S., L-5580

THIS MAP IS PRELIMINARY AND/OR NOT FROM AN ACTUAL SURVEY. THIS MAP SHOULD NOT BE USED FOR RECORDATION, CONVEYANCES, OR SALES.

SEE SHEET 1 FOR NOTES, CERTIFICATES, GRID TIES, TIE LINES, SETBACKS, REFERENCES AND ADJOINER TABLE

SEE SHEET 3 FOR DETAILS A, A-1 & B

SEE SHEETS 4 & 5 FOR PLAT OF PROPERTY

SEE SHEET 4

N.C.S.R. 1301

RICHLANDS LOOP ROAD  
60' R/W

SEE DETAIL B ON SHEET 3

CHARLES HORNE  
DEED BOOK 1367, PAGE 191  
NORTH = 428,565.25  
EAST = 2,426,379.54

BETTY BRYAN  
DEED BOOK 3000, PAGE 145  
TRACT 1  
MAP BOOK 57, PAGE 130

STEPHEN FURELL  
DEED BOOK 2524, PAGE 510  
TRACT 2  
MAP BOOK 48, PAGE 145

ARTHUR RAY BELL SR.  
DEED BOOK 1333, PAGE 588

JOHNATHAN C. WHALEY  
DEED BOOK 5610, PAGE 124  
MAP BOOK 40, PAGE 183

ANNEXATION AREA  
117.19 ACRES

DAVID A. WILLIAMS  
DEED BOOK 6262, PAGE 327  
TROT TTRACT  
MAP BOOK 32, PAGE 213

PAULINE PRICE  
DEED BOOK 328, PAGE 143

LON'S LLC  
TRACT 9  
DEED BOOK 3431, PAGE 495  
MAP BOOK 8, PAGE 47

MYRTLE HENLEY  
DEED BOOK 280, PAGE 383

#### LINE TABLE

FROM	TO	BEARING	DISTANCE
550	114	N 77°11'18" W	199.82
114	115	S 13°16'01" W	53.96
115	116	N 77°17'14" W	129.82
127	126	S 37°18'56" W	114.71
126	125	S 37°07'49" W	139.98
128	129	S 27°09'35" E	73.01
124	122	N 80°40'00" W	88.80
122	121	N 80°39'22" W	313.75
121	119	N 81°04'57" W	49.49
119	120	N 80°38'52" W	65.41

#### LEGEND:

EIP = EXISTING IRON PIPE  
EIS = EXISTING IRON STAKE  
EMN = EXISTING MAG NAIL  
ISS = IRON STAKE SET  
IPS = IRON PIPE SET  
EAI = EXISTING ANGLE IRON  
EIPP = EXISTING IRON PINCH PIPE  
NP = NONMONUMENTED POINT  
SC = SUBSURFACE CORNER  
AG = TOP ABOVE GROUND SURFACE  
BG = TOP BELOW GROUND SURFACE  
R/W = RIGHT-OF-WAY  
C = CENTERLINE  
P = PROPERTY LINE  
NCGS = NORTH CAROLINA GEODETIC SURVEY  
--- = LINE NOT SURVEYED  
-E-E- = OVERHEAD UTILITY LINE  
-O- = UTILITY POLE  
● = 5/8" ISS 2"BG UNLESS OTHERWISE LABELED  
Ⓐ = ADJOINER REFERENCE ON SHEET 1  
☼ = SECURITY LIGHT  
⊠ = WATER METER  
⌈ = IRRIGATION CONTROL VALVE  
⊕ = MANHOLE  
⌚ = CURB INLET  
⌚ = DROP INLET

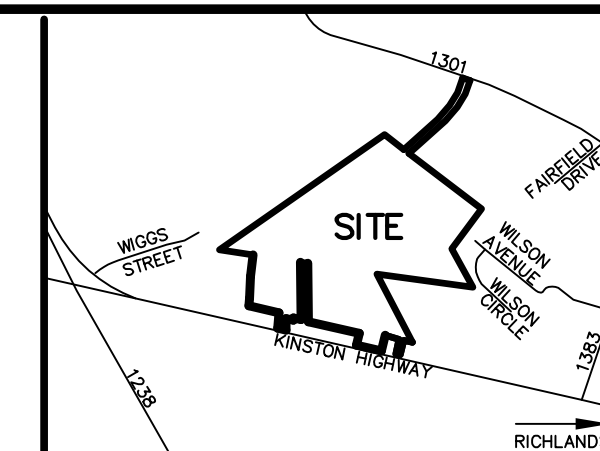
SEE SHEET 5

SEE DETAIL A ON SHEET 3

N.C. HIGHWAY NO. 24 & U.S. HIGHWAY NO. 258  
(KINSTON HIGHWAY)

100' R/W

SHEET 2 OF 5  
C-PROJECT: WARD CONST-- KINSTON HIGHWAY  
FILE NAME: ANNEXATION0525  
CRD FILE: WARDKINSTONHIGHWAY



VICINITY SKETCH  
( NOT TO SCALE )

N.C. GRID NORTH NAD 1983 (2011 ADJUSTMENT)

ANNEXATION PLAT FOR:

## THE TOWN OF RICHLANDS

CURRENT OWNERS: NATHANIEL SYLVESTER, JR., TRUSTEE OF THE FAMILY TRUST UNDER THE NATHANIEL SYLVESTER REVOCABLE TRUST, LON'S, LLC AND WARD CONSTRUCTION, INC.

PROPERTY ADDRESS: KINSTON HIGHWAY, RICHLANDS, NC 28574

INDIVIDUAL TRACT ON N.C.S.R. 1301 (RICHLANDS LOOP ROAD) & N.C. HWY. NO. 24 & U.S. HWY. NO. 258 (KINSTON HIGHWAY)  
RICHLANDS TOWNSHIP, ONSLOW COUNTY, N.C.

DATE: JUNE 30, 2025  
SCALE: 1" = 150'



JOHNNY J. WILLIAMS LAND SURVEYING, P.C.

P.O. BOX 778, BEULAVILLE, N.C. 28518

PHONE: 910-298-8272 FAX: 910-298-2310

EMAIL: JWILLIAMS@JWSURVEY.COM FIRM NO. C-2532





## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

*Agenda Item IX. - 4.*  
Highway 24/258 Speed Limit

**Description:**

Highway 24/258 Speed Limit Discussion.

**Review:**

Alderman Bunce has requested that this item be placed on the agenda in order for the Board to hold a discussion on the merits of requesting NCDOT to lower the speed limit of Highway 24/258 (Richlands Highway) to 35 MPH within the town limits.

**Action Needed:**

Act as desired.



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

*Agenda Item X. - 1.*  
Administrator Notes and Updates

**Description:**

- Town Hall will be closed on Friday, July 4th in observance of Independence Day.
- I will be on vacation from Monday, July 14 through Friday, July 18.

**Review:**

**Action Needed:**



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item XI. - 1.*  
June 2025 Police Report

**Description:**

Attached is the Police Activity Log for the month of June 2025.

**Review:**

**Action Needed:**

Receive the Police Report.

**ATTACHMENTS:**

Description

▣ June 2025 Police Activity Log

# Activity Log Event Summary (Cumulative Totals)

## Richlands Police Department

(06/01/2025 - 06/30/2025)

<No Event Type Specified>	3	911 Hang-Up	4
Adminstration Run	40	Alarm Activation	8
Alcohol Violations	2	Animal Complaint	1
Arrest	13	Assault	1
Assist Citizen	28	Assist EMS	5
Assist Fire	1	Assist Other Agency	10
Assist Other RPD Officer	3	Attended Court	1
Bank Escort	2	Business Check	1,199
Business Walk Through	1	Call for Service	453
Careless & Reckless	1	Child Safety Seat	1
Citation	257	Cite & Release	2
Civil Problem	1	Crash	4
Domestic Dispute	4	DWI	2
DWLR	23	Fingerprinting	3
Follow up Investigation	1	Found Property/Safe Keeping	1
Fraud	1	FTO Training	3
Funeral Escort	4	Incident Report	24
Juvenile Problems	3	Lighting Violation	18
Loud Muffler	3	Narcotic Incident	1
No Insurance	13	NOL	13
Open Container	5	Patrol Zone 1	44
Patrol Zone 2	42	Patrol Zone 3	39
Patrol Zone 4	36	Patrol Zone 5	49
Patrol Zone 6	50	Possession of Drug Paraphernalia	1
Possession of Marijuana	4	Property Damage	1
Registration Violation	98	Residence Check	1
Resist, Obstruct/Delay Officer	2	Safe Movement Violation	1
Seatbelt	19	Selective Traffic Enforcement	79
Special Assignment	6	Speeding	49
Stoplight/Sign	9	Supplement to report	3
Suspicious Vehicle/Person/Incident	15	Towed Vehicle	1
Transport to Jail	11	Trespassing	1
Unlock Car	8	Vehicle Check After Shift	11

# Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(06/01/2025 - 06/30/2025)

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Vehicle Check Before Shift	28	Vehicle Searches	8
Vehicle Stop	323	Verbal Warnings	152
Warning Citation	25	Warrant	7
Weapons Offense	1	Window Tint Violation	48

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**Total Number Of Events: 3,335**